

COMMONWEALTH OF KENTUCKY  
KENTUCKY BOARD LICENSURE FOR  
PRIVATE INVESTIGATORS  
PO BOX 1360  
FRANKFORT KY 40602  
(502) 564-3296, ext. 223  
(502) 564-4818 FAX

## PRIVATE INVESTIGATOR COMPANY – APPLICANT INSTRUCTIONS

**REMOVE THIS PAGE BEFORE YOU COPY OR SUBMIT YOUR APPLICATION – RETAIN THIS INFORMATION FOR YOUR RECORDS**

**READ AND COMPLETE EACH PORTION OF THIS APPLICATION CAREFULLY.**

**READ ALL INSTRUCTIONS CAREFULLY!**

Date Application Mailed/Submitted to State: \_\_\_\_\_

### **FEES**

Fingerprint / Criminal History Background Check	\$ 34.00
Company, Partnership, or Incorporation License	\$ 500.00
Branch Office License( <i>additional</i> )	\$ 50.00
Sole Proprietorship License	\$ 100.00

You may not work as a private investigator until your Private Investigator License has been issued.

Average processing time for this application is 2-3 months. IF YOU FAIL TO RESPOND TO ANY CORRESPONDENCE FROM THE BOARD, YOUR APPLICATION WILL BE CLOSED OR DENIED. Any application that has been on file with the Board for a period of more than six (6) months, without diligent effort on the applicant's part to continue the application process, will be closed. Thereafter, should licensure be sought, a new application and fee will be required.

***Applicants for a private investigation company license must be at least twenty-one (21) years of age.***

A licensee or applicant shall notify the Board within thirty (30) days of any change in company affiliation, business address or residence address and telephone number, as well as, any change(s) in the original information supplied upon application.

A private investigation company shall notify the Board **in writing** within thirty (30) days of the death or termination of a private investigator. In the case of termination, the company shall state the reason for the Termination.

### **AN APPLICANT FOR PRIVATE INVESTIGATION COMPANY LICENSE MUST SUBMIT:**

- ✍ An application completed in its entirety. The application shall be subscribed and sworn to by the applicant (if the applicant is an individual), by each partner (if the applicant is a partnership), or by the qualifying agent (if the applicant is a corporation) before a duly appointed Notary Public. A list of all persons employed by the company as a private investigator must be included. In addition, the company must provide each employee a "proof of affiliation" letter indicating the person is an employee of the company

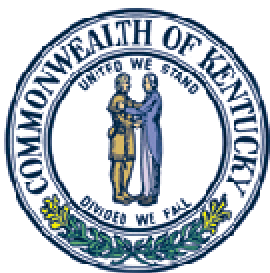
serving as a private investigator that must be submitted with each individual private investigator license application.

- ✍ The licensure fee as stated above is non-refundable and must be submitted with the application. The application will not be processed without the required licensure fee. Fee(s) must be paid by certified check or money order payable to the *Kentucky State Treasurer*. **NO CASH PAYMENTS WILL BE ACCEPTED.**
- ✍ Three (3) completed fingerprint cards must be submitted with this application. Prints must be rolled nail-to-nail **ON THE CARDS PROVIDED BY THE BOARD** by a qualified, trained technician. The cards must be completed fully and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply. If you are filing for an individual private investigator, company license, only the owner/qualifying agent's (3) sets of fingerprint cards are required. Individual Private Investigators fingerprints should be sent with Individual Applications, **along with a certified check or money order in the amount of \$34.00 payable to the Kentucky State Treasurer. NO CASH PAYMENTS WILL BE ACCEPTED.** If you require additional fingerprint cards, contact the board office at the number above.
- ✍ If applying as a partnership, each partner must provide the required information listed above, with this application.
- ✍ If applying as a corporation, the above information must be accompanied with the following:
  - ✍ The correct legal name of the corporation, the physical and mailing addresses of the corporate headquarters;
  - ✍ State and date of incorporation;
  - ✍ Date the corporation qualified to do business in the Commonwealth of Kentucky;
  - ✍ The names of at least (2) principal corporate officers or qualifying agents and the business address, residence address and the office held by each in the corporation.
- ✍ Unless indicated on the initial application, all branch offices located in or conducting business in the Commonwealth of Kentucky must be licensed by this office. Should a branch office be opened after issuance of the company license, a separate application must be submitted for each additional branch office.

**You should keep a photocopy of this application for your own files, before submitting the application to this office.**

**You may not work in any position requiring licensure by the Board if this application is CLOSED or DENIED for any reason.**

**Mail To:** KENTUCKY BOARD OF LICENSURE FOR PRIVATE INVESTIGATORS  
911 Leawood Drive (40601)  
PO BOX 1360  
FRANKFORT, KY 40602-1360



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**FOR OFFICIAL USE ONLY**

Application Fee: \_\_\_\_\_

Lic No: \_\_\_\_\_ Iss.Date: \_\_\_\_\_

Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
\_\_\_\_\_

## PRIVATE INVESTIGATOR COMPANY – APPLICATION

*PLEASE READ INSTRUCTIONS ATTACHED TO THIS APPLICATION. SUBMIT ADDITIONAL INFORMATION FOR ANY ITEM ON A SEPARATE SHEET OF PAPER.*

REMOVE INSTRUCTIONS BEFORE SUBMITTING APPLICATION – TYPE OR PRINT ALL AREAS OF THIS APPLICATION

The licensure fee must accompany this application.

1. Type of Application: Initial Application ☐ Change of Qualifying Agent ONLY ☐ Branch Office ☐

2. Is the application for : A Single Owner ☐ A Partnership ☐ A Corporation (LLP, LLC, Inc.) ☐

### 3. General Information:

\_\_\_\_\_  
Company Name (The name under which your company will be licensed.)

\_\_\_\_\_  
Business Address (Physical Location) , City State Zip Code

\_\_\_\_\_  
Mailing Address (if different than above) City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Business Phone Number (Area Code) Business Fax Number Company's Email Address (if available)

a. Will you be doing business under any name other than what is listed above? Yes ☐ No ☐

If yes, list the exact name under which you will be doing business.

\_\_\_\_\_  
Company Name ( The exact name under which you will be doing business)

**b. Individual or Corporate Qualifying Agent applying for licensure:** If this is for a partnership, attach a copy of the application with the required information completed for **EACH** partner.

_____ Social Security Number		_____ Applicant's Last Name		_____ First Name		_____ Middle Name	
_____ Residence Address (Street) Address, Apt. No.				_____ City	_____ State	_____ Zip Code	
(_____) _____ (Area Code) Home Phone Number		(_____) _____ (Area Code) Home Fax Number		_____ Email Address (if available)			
_____/_____/_____ Date of Birth (M/D/Y)		_____ Place (City, State) of Birth		_____ Drivers License Number		_____ State of Issuance	
_____ Sex (M/F)	_____ Race	_____ Height	_____ Weight	_____ Hair	_____ Eyes		

Have you ever used a name or alias other than shown above? If so please list on the line above.

**c. Are you a United States Citizen?**

Yes ☐ No ☐

If not, attach documentation establishing your legal alien status.

**d. Other Residences:** List all residences you have lived for the past five (5) years. Attach a separate sheet if necessary.

_____ State Address , Apt. No.	_____ City	_____ State	_____ Zip Code	_____ From (Mo./Yr.)	_____ To (Mo./Yr.)
_____ State Address , Apt. No.	_____ City	_____ State	_____ Zip Code	_____ From (Mo./Yr.)	_____ To (Mo./Yr.)

**4. Qualifying Information:**

**a. Is this company a corporation?**

If yes, provide the following information:

_____ Legal Name of Corporation					
_____ Mailing Address of Corporation Headquarters				_____ Web Site Address ( if available)	
_____ City	_____ State	_____ Zip Code	_____ Phone Number	_____ FAX Number	
_____ State of Incorporation			_____ Date of Incorporation		

b. Date corporation qualified to do business in the Commonwealth of Kentucky: \_\_\_\_\_

c. Corporate Officer Information: List below two (2) principal officers.

<p>1. _____</p> <table border="0" style="width: 100%;"><tr><td style="width: 33%;">Last</td><td style="width: 33%;">First</td><td style="width: 33%;">Middle Initial</td></tr><tr><td colspan="3">_____</td></tr><tr><td>Social Security Number</td><td colspan="2">Office Held in the Corporation</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Business Address</td></tr><tr><td colspan="3">_____</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Business Phone #</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Residential Address</td></tr><tr><td colspan="3">_____</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">_____</td></tr><tr><td>Home Telephone Number #</td><td colspan="2">Email Address</td></tr><tr><td colspan="3">_____</td></tr></table>	Last	First	Middle Initial	_____			Social Security Number	Office Held in the Corporation		_____			Business Address			_____			City	State	Zip Code	_____			Business Phone #			_____			Residential Address			_____			City	State	Zip Code	_____			Home Telephone Number #	Email Address		_____			<p>2. _____</p> <table border="0" style="width: 100%;"><tr><td style="width: 33%;">Last</td><td style="width: 33%;">First</td><td style="width: 33%;">Middle Initial</td></tr><tr><td colspan="3">_____</td></tr><tr><td>Social Security Number</td><td colspan="2">Office Held in the Corporation</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Business Address</td></tr><tr><td colspan="3">_____</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Business Phone#</td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3">Residential Address</td></tr><tr><td colspan="3">_____</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">_____</td></tr><tr><td>Telephone Number #</td><td colspan="2">Email Address</td></tr><tr><td colspan="3">_____</td></tr></table>	Last	First	Middle Initial	_____			Social Security Number	Office Held in the Corporation		_____			Business Address			_____			City	State	Zip Code	_____			Business Phone#			_____			Residential Address			_____			City	State	Zip Code	_____			Telephone Number #	Email Address		_____		
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d. Do you plan to license any branch offices in the Commonwealth of Kentucky at this time?

If yes, list each below. Attach an additional sheet if necessary.

Yes ☐ No ☐

1.	_____	City	State	Zip Code
	Physical Address/Mailing Address (if different than Physical Address)			
	_____			
	Branch Manager's Name	Phone Number	Fax Number	Email Address (if available)
	_____	_____	_____	_____
2.	_____	City	State	Zip Code
	Physical Address/Mailing Address (if different than Physical Address)			
	_____			
	Branch Manager's Name	Phone Number	Fax Number	Email Address (if available)
	_____	_____	_____	_____

## 5. CREDIT REFERENCE LETTERS:

Enclose (3) credit references from lending institutions or business firms with whom the applicant has established a credit record. ***(Completion of this section is required. Letters must be provided on company letterhead.)***

1.	_____	Contact Person	(Area Code) Telephone number
	Name of business or institution		
2.	_____	Contact Person	(Area Code) Telephone number
	Name of business or institution		
3.	_____	Contact Person	(Area Code) Telephone number
	Name of business or institution		

**If applying as a partnership, each partner must complete Questions 6 and 7.**

**6. Criminal History Information:** Answer the following questions completely. Information you provide may not disqualify you for a license. However, all arrests or charges, regardless of disposition, may appear on record return from the Commonwealth of Kentucky Department of State Police and the Federal Bureau of Investigation (FBI). If you answer yes to any of these questions, it will be necessary for you to provide certified documents of the court's final disposition, including suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so. Failure to fully disclose all arrest information could disqualify you under **K.R.S. Statue 329.070 section (1)**.

**a. Have you ever been arrested in Kentucky or any other state?** Yes ☐ No ☐

If yes, what state(s): \_\_\_\_\_

**b. Did you appear before the court and enter a plea of guilty, not guilty or no contest?**

Yes ☐ No ☐

**c. Did the court find you guilty?**

Yes ☐ No ☐

**d. If you were found guilty, what was the sentence of the court?** Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below.

_____	_____	_____	_____
Date	Charge	Sentence	Probation Completion Date
_____	_____	_____	_____
Date	Charge	Sentence	Probation Completion Date
_____	_____	_____	_____
Date	Charge	Sentence	Probation Completion Date

**e. Are you currently on a deferred sentence or on probation?** Yes ☐ No ☐

**f. Did the court dismiss the charges against you?** Yes ☐ No ☐

**g. Were those charges against you expunged from your record by the court?**

Yes ☐ No ☐

If yes, please provide a certified copy of the expungement report

**h. Do you currently have charges pending against you?** Yes ☐ No ☐

If yes, please provide the information requested below, along with an explanation of the circumstances surrounding the charge(s). You are required to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal. **Attach a separate sheet if necessary.**

Date of Arrest	Charge	Court of Jurisdiction (City, State)	Arraignment/Court Date
Date of Arrest	Charge	Court of Jurisdiction (City, State)	Arraignment/Court Date

7. Have you ever served in Military Service?

Yes ☐ No ☐

a. If yes, what branch?

\_\_\_\_\_

b. If you have been discharged from Military Service, what type of discharge did you receive?

☐ Honorable ☐ Dishonorable ☐ Medical ☐ Other (Please Explain)

REQUIREMENT CHECKLIST:

- ☐ a. **Notarized Statement of Affiliates:** As required by the Commonwealth of Kentucky include a complete register of all Private Investigator Licensees and Private Investigator License applicants affiliated with (employed by) the Private Investigation Company.
- ☐ b. **Three (3) Sets of Classifiable Fingerprints:** Use only those fingerprint cards provided by this office. Prints must be rolled nail-to-nail by a qualified, trained technician. Remember that all information on fingerprint cards **MUST** be completed and signed. *(If you have previously submitted this information, please disregard)*
- ☐ c. **The Required Licensure Fee:** Make certified check or money order payable to: Kentucky State Treasurer.
- d. **Administrative Office of the Courts (AOC) Form:** For qualified agent. *(If you have previously submitted this information, please disregard)*
- d. **Authorization for Release of Medical and Psychological Records:** Complete the attached form for release of medical and psychological records.
- e. **Authorization for Release of Records:** Complete the attached form for release of records.

11. **STATEMENT OF COMPLIANCE AND UNDERSTANDING:** *Read carefully. Application must be signed under oath and notarized.*

I certify that I have read **SECTION 1 - 17 KRS CHAPTER 329A**, and the corresponding administrative regulations, and am familiar with and understand my legal responsibilities. I understand that this application will not be processed without the proper non-refundable licensure fee.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments is punishable under **KRS 523.020, Section 1-2**. Also, non-disclosure of applicable information could result in denial of licensure as a Private Investigator. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief. Further that I the undersigned did personally complete this application and sign my name in presence of a notary public.

I hereby certify that I understand that should I be charged with an offense other than a minor traffic offense, I am required to notify the Kentucky Board of Licensure for Private Investigators within thirty (30) days of any such charge(s) and of any disposition of said charge(s).

\_\_\_\_\_  
Signature of Owner/Each Partner/Corporate Qualifying Agent

\_\_\_\_\_  
Signature of Owner/Each Partner/Corporate Qualifying Agent

\_\_\_\_\_  
Signature of Owner/Each Partner/Corporate Qualifying Agent

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(NOTARY SEAL)

My commission expires: \_\_\_\_\_